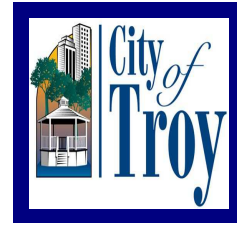


Troy Recreation Department
3179 Livernois
Troy, MI 48083
(248) 524-3484
(248) 689-6497 fax

The City of Tomorrow...

...Today



January 27, 2016

Dear Coach:

Please find enclosed the athletic field permit application form, waiver/rules and regulations governing permitted field use in the City of Troy. If you will be coaching or managing a team this spring, please complete the attached forms and return to my attention by the date specified at the bottom of the application. The submittal of these forms does not constitute an approval for use of an athletic field in Troy. Completed forms will be reviewed and a listing of available dates will be provided for scheduling purposes. Submittal of your team's league schedule is required when complete and at that time an official field permit will be issued.

Travel baseball teams will have use of City fields on Saturdays and Sundays only for the 2016 season. Weekend baseball game days, times and fields will be rotated with an occasional doubleheader scheduled. Troy Recreation Department staff will not be scheduling or prepping fields for games scheduled on Troy School District fields. Use of Troy School District fields will be handled by the Troy School District. If your team is using school fields only, Troy Recreation Department paperwork/insurance is not required.

Please submit the following (No team will be issued fields without the required forms and information)

- **An official league team roster with player's names, addresses, and phone numbers.**
- **An updated copy of the team or league liability insurance**
- **Application form fully completed**
- **Rules and Regulations form fully completed**

Please be advised that the Troy School District, TYSL, TBB, and the Troy Recreation Department leagues have priority use of fields for their respective programs. Travel team requests will be considered after finalization of schedules of the organizations listed above.

Teams will be assessed an individual game fee that covers the direct maintenance and field rental costs incurred by the city associated with athletic field use. The maintenance cost includes labor, supplies, equipment costs, installation costs and any other field preparation that is required. Costs are not charged for mowing, irrigation/water, electricity, fertilization, and field renovations. Bases are provided for baseball games if played at a major park. Field prep fee is \$50 per game for use of a ball diamond and \$50 per game for use of a soccer field. The City of Troy reserves the right to assess an additional charge for field use under certain circumstances that would be specified prior to field use approval. **Fees will be due to the Recreation Department no later than June 22, 2016.**

If you have any questions, please feel free to contact me at 248.524.3484.

Sincerely,

Scott E. Mercer

Scott E. Mercer,
Recreation Supervisor